

## TIPS ON NEW HUD FORM-7015.15 (for Non-Profits & For Profits)

The “Request for Release of Funds and Certification” must be submitted using the current version of form HUD-7015.15 which expires on 07/31/2017.

Here are key tips that will help you avoid submission errors that could delay the release of funds (aka, environmental approval) and/or a monitoring Finding:

- Only use this current official OMB-approved form, HUD-7015.15, and follow the instructions for its completion.
- The form should be printed and certified (signed) using one sheet of paper; that is, duplex-copied, with the first and second page on a single sheet.
- Pay particular attention to describing the location of the project (Box 10). If the project location will not fit in Box 10, include the location in the project description (Box 11).
- Provide a *complete*, yet concise, project description (Box 11) for the *specific* activities that you propose. Include in the description all non-HUD funded activities that may comprise the project.
- Do not use attachments for the project location or description. Rather, describe the project in the space provided on the form.
- Ensure the Certifying Official does not sign the RROF until after expiration of the public comment period and after any comments, as appropriate, have been addressed.
- Precise dollar amounts (in Box 11) should not be added on the RROF; an estimate or approximation of the project funding is sufficient. (The purpose of the RROF is to provide HUD environmental approval for your “project,” not the funds per se.)

Following these procedures should aid in a prompt release of funds and enable your projects to start on schedule.